

## DCFS ATTAINMENT OF PERMANENT STATUS RECOMMENDATION FORM

Employee Name:		Personnel #:	
Job Title:		Position #:	
Permanent Status Eligibility Date:			
<b>Select one of the following options based on employee's job performance:</b>			
<input type="checkbox"/>	Employee has met the requirement of work during the probationary period of six (6) to twenty-four (24) months. I certify that the employee was evaluated as exceptional or successful on the performance evaluation prior to the request for permanent status. The performance is fully satisfactory in every performance area, and I hereby recommend attainment of permanent status.		
<input type="checkbox"/>	Employee has not yet met the required standard of work, though acceptable performance is anticipated. I recommend an extension of the probationary period for _____ months.		
<input type="checkbox"/>	Employee has not met the required standard of work during the probationary period. I recommend the appointment be terminated. (If this option is selected, recommending supervisor/manager also needs to contact HR Discipline Unit for further assistance.)		

### REQUIRED SIGNATURES & APPROVALS

Recommended By: \_\_\_\_\_  
First Line Supervisor Signature & Job Title \_\_\_\_\_ Date

☐ Concur ☐ Disapproved

Comments: \_\_\_\_\_

1<sup>st</sup> Level Approver: \_\_\_\_\_  
Next Line Supervisor Signature & Job Title \_\_\_\_\_ Date

☐ Concur ☐ Disapproved

Comments: \_\_\_\_\_

2<sup>nd</sup> Level Approver: \_\_\_\_\_  
Regional Manager/Division/Bureau Director Signature \_\_\_\_\_ Date

(If 2nd Level Approver is also the delegated Appointing Authority, then only sign on Appointing Authority line below.)

### APPOINTING AUTHORITY DECISION

☐ Approved ☐ Disapproved

Comments: \_\_\_\_\_

Final Approver: \_\_\_\_\_  
Appointing Authority or Designee's Signature \_\_\_\_\_ Date

### HUMAN RESOURCES SECTION USE ONLY

**ALL REQUIREMENTS OF ARTICLE X, CIVIL SERVICE RULES, UNIFORM CLASSIFICATION AND PAY PLANS AND POLICIES AND PROCEDURES ISSUED BY THE CIVIL SERVICE DIRECTOR HAVE BEEN MET.**

Certified By: \_\_\_\_\_  
HUMAN RESOURCES STAFF MEMBER \_\_\_\_\_ Date